

INFORMATION BULLETIN

WELFARE-TO-WORK

Number: WB00-25

Date: June 26, 2000
Expiration Date: 12/31/00
69:58:cg:3629

TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
WELFARE-TO-WORK 15 PERCENT SUBGRANTEES
DOL WELFARE-TO-WORK 25 PERCENT SUBGRANTEES
COUNTY WELFARE DIRECTORS
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES STAFF
EDD EXECUTIVE STAFF
WID STAFF

SUBJECT: REVISED WtW CLIENT FORMS HANDBOOK

The purpose of this information bulletin is to transmit revisions to the *Welfare-to-Work (WtW) Client Forms Handbook*. These revisions were requested by WtW Service Delivery Areas (SDA) and subgrantees to clarify instructions for using the Job Training Automation (JTA) system to track and report participants in the WtW program. The *WtW Client Forms Handbook* has been revised to include the following changes:

- Detailed instructions have been included to clarify the enrollment and eligibility of clients who have earned a high school diploma in a foreign country, but who are perceived as having barriers to employment due to their lack of English proficiency.
- The definition of "disabled" for individuals with a disability has been expanded.
- A new termination code has been added (code 15) that will allow local areas to transfer participants from the first year funding allocation (Grant Code 800) to the second year funding allocation (Grant Code 801).
- A new termination code has been added (code 16) that will allow the transfer of a participant from 30 percent eligibility to 70 percent eligibility within the same funding source and the tracking of expenditures associated with each enrollment.
- Two new eligibility codes (Y and Z) have been added for use by the Federal Competitive Grantees that will allow them to continue to use the JTA system to track clients being served under the WtW Amendments of 1999.

Further changes to the WtW module to allow for tracking participants under these new eligibility requirements will be in place for both Formula and State Competitive Grantees in October 2000, when states are allowed to implement the 1999 Amendments.

Other minor wording changes have been made throughout the handbook based on suggestions from users.

This information bulletin should be shared with staff who is responsible for tracking and reporting participants in your WtW program. Questions regarding the revised *WtW Client Forms Handbook* may be directed to Ed Flores, Data Analysis Unit, at (916) 654-8298. All other questions should be directed to your program manager.

/S/ BILL BURKE
Chief

Attachment available on the Internet:

[Welfare-to-Work Client Forms Handbook](#)